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STATE OF MISSOURI RECYCLING & WASTE REDUCTION REPORT

FISCAL YEAR 1996



**PREPARED BY THE STATE OF MISSOURI
OFFICE OF ADMINISTRATION
IN CONSULTATION WITH THE
ENVIRONMENTAL IMPROVEMENT AND ENERGY
RESOURCES AUTHORITY**

Printed on 50% recycled paper with 20% post-consumer content.

Mel Carnahan
Governor



Richard A. Hanson
Commissioner

State of Missouri
OFFICE OF ADMINISTRATION

Post Office Box 809
Jefferson City, Missouri 65102
(573) 751-2387 FAX: (573) 751-7276
TTD: 800-735-2966 Voice: 800-735-2466
<http://www.state.mo.us/oa/purch/purch.htm>

Joyce Murphy
Director
Division of Purchasing and
Materials Management

**To the Members of the General Assembly
of the State of Missouri:**

In accordance with RSMo 34.031, we are submitting the Fiscal Year 1996 Recycling and Waste Reduction Report. This report provides information on the State of Missouri's recycling procurement, collection and waste reduction for the 12-month period of July 1, 1995 through June 30, 1996 including encumbered purchases through August 31, 1996.

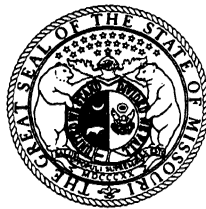
Recycling collection markets have continued to suffer low pay-back prices since the "market crash" of 1995, with the calendar year 1996 offering little relief. Despite these economic woes, the State of Missouri's recycling program has continued to thrive with: (1) the addition of new state agencies collecting recoverable materials, (2) an expanded awareness of the procurement of recycled products, and (3) a conscious effort to reduce waste.

State employees have continued to expand recycling efforts and are working to close the recycling loop. By reducing waste and reusing current supplies, state employees are saving Missouri taxpayers money. Through recycling collection efforts, state employees are diverting hundreds of tons of reusable material from landfills and saving state funds by decreasing trash-hauling fees. Also, by purchasing recycled products, employees are creating end-markets for the recyclable materials they collect.

The Office of Administration is proud of the continued progress the State of Missouri is making in closing the recycling loop. We appreciate the support of the General Assembly as we continue to improve our recycling and waste reduction programs.

A handwritten signature in cursive script that reads "Richard A. Hanson".

Richard A. Hanson
Commissioner of Administration



Mel Carnahan, Governor

David A. Shorr, Director
Department of Natural Resources

P.O. Box 744, 325 Jefferson St.
Jefferson City, Missouri 65102-0744

Main Line: (573) 751-4919
Market Development: (573) 526-5555
FAX: (573) 635-3486

Thomas B. Burkemper, Chairman
Kenneth S. Kranzberg, Vice Chairman
Scott Hamilton, Secretary
Avis Parman, Treasurer
Diane Baker, Assistant Secretary

Stephen Mahfood, Director

The Honorable Bill McKenna and
President Pro Tem
Missouri Senate
State Capitol, Room 326
Jefferson City, MO 65101

The Honorable Steve Gaw
Speaker of the House
Missouri House
State Capitol, Room 308
Jefferson City, MO 65101

Dear Senator McKenna and Representative Gaw:

State agencies continue to promote recycling and resource recovery as we work towards our goal of reducing the amount of waste going to Missouri landfills.

To aid in the reduction effort, state employees, purchasing agents and other officials understand recycling is not enough - buying products made from recycled materials is the key to a successful recycling infrastructure.

During Fiscal Year 1996, the state of Missouri purchased more than \$10 million in paper products from towels to tissues and envelopes to office paper. Additionally, the state exceeded the 12-month recycling goal for newsprint (40 percent), paperboard (80 percent), high grade paper (50 percent), and paper towels (40 percent). Unfortunately, high volume products (glass, aluminum, wood, etc.) have not attained the recycling levels of other recovered materials.

State agencies must continue to work with businesses, industry, and local governments to build markets for recyclables, especially the high volume products. Also, we must assist Missouri communities in the procurement of recycled products and emphasize that recycling is a cost-effective management tool.

With best regards,

A handwritten signature in black ink, appearing to read "S. Mahfood".

Stephen Mahfood
Director

SM:agd



Recycled Paper

FISCAL YEAR 1996 RECYCLING & WASTE REDUCTION REPORT

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<p>For Recycling Assistance Contact: Ms. Angela Gehlert State Office Recycling Coordinator Telephone: 573/751-3384 Fax: 573/526-3576 E-Mail: agehlert@mail.state.mo.us http://www.state.mo.us/oa/purch/purch.htm</p>

MISSOURI REVISED STATUTES

RECYCLING LEGISLATION

Legislation involving waste reduction, the procurement of recycled products and recycling collection was enacted in late 1989. Below is a brief summary of the highlights of this legislation. During 1995, the 10% preference for recycled products was eliminated.

Chapter 34

State Purchasing and Printing

Section 34.031

Recycled products, preference for products made from solid waste-elimination of purchase of products made from polystyrene foam—commissioner of administration, duties—report.

34.031. 1. The commissioner of administration, in consultation with the environmental improvement and energy resources authority of the department of natural resources, shall give full consideration to the purchase of products made from materials recovered from solid waste and to the reduction and ultimate elimination of purchases of products manufactured in whole or in part of thermoformed or other extruded polystyrene foam manufactured using any fully halogenated chlorofluorocarbon (CFC). Products that utilize recovered materials of a price and quality comparable to products made from virgin materials shall be sought and purchased, with particular emphasis on recycled oil, retread tires, compost materials and recycled paper products. The commissioner shall exercise a preference for such products if their use is technically feasible and, where a bid is required, their price is equal to, or less than, the price of items which are manufactured or produced from virgin materials. Products that would be inferior, violate safety standards or violate product warranties if the provisions of this section are followed may be excluded from the provisions of this section.

2. The commissioner of administration shall:

(1) Review the procurement specifications in order to eliminate discrimination against the procurement of recycled products;

(2) Review and modify the contract specifications for paper products and increase the minimum required percentage of recycled paper in each product as follows:

(a) Forty percent recovered materials for newsprint;

(b) Eighty percent recovered materials for paperboard;

(c) Fifty percent waste paper in high grade printing and writing paper;

(d) Five to forty percent in tissue products;

(3) Support federal incentives and policy guidelines designed to promote these goals;

(4) Develop and implement a cooperative procurement policy to facilitate bulk order purchases and to increase availability of recycled products. The policy shall be distributed to all state agencies and shall be made available to political subdivisions of the state;

(5) Conduct a survey using existing staff of those items customarily required by the state that are manufactured in whole or part from polystyrene plastic, and report its findings, together with an analysis of environmentally acceptable alternatives thereto, prepared in collaboration with the department of natural resources, to the general assembly and every state agency within six months of August 28, 1995.

3. Notwithstanding the provisions of this section, no state agency may purchase any food or beverage containers or wrapping manufactured from any polystyrene foam manufactured using any fully halogenated chlorofluorocarbon (CFC) found by the United States Environmental Protection Agency (EPA) to be an ozone-depleting chemical.

4. No state agency may purchase any items made in whole or part of thermoformed or other extruded polystyrene foam manufactured using any fully halogenated chlorofluorocarbon (CFC) found by the United States Environmental Protection Agency (EPA) to be an ozone-depleting chemical without approval from the commissioner of administration. Approval shall not be granted unless the purchasing agency demonstrates to the satisfaction of the director of the department of natural resources and the commissioner that there is no environmentally more acceptable alternatives or the quality of such alternatives is not adequate for the purpose intended.

5. For each paper product type and corresponding recycled paper content standard pursuant to subdivision (2) of subsection 2 of this section, attainment goals for the percentage of paper products to be purchased that utilize post-consumer recovered materials shall be:

(1) Ten percent in 1991 and 1992;

(2) Twenty-five percent in 1993 and 1994;

(3) Forty percent in 1995; and

(4) Sixty percent by 2000.

6. In the review of capital improvement projects for buildings and facilities of state government, the commissioner of administration shall direct the division of design and construction to give full consideration to alternatives which use solid waste, as defined in section 260.200, RSMo, as a fuel for energy production or which use products composed of materials recovered from solid waste.

7. The commissioner of administration, in consultation with the environmental improvement and energy resources authority of the department of natural resources, shall prepare and provide by January first of each year an annual report summarizing past activities and accomplishments of the program and proposed goals of the program including projections for each affected agency. The report shall also include a list of products utilizing recovered materials that could substitute for products currently purchased and a schedule of amounts purchased of products utilizing recovered materials compared to purchases of similar products utilizing virgin materials for the period covered by the annual report.

8. The office of administration, department of natural resources and department of economic development shall cooperate jointly and share to the greatest extent possible, information and other resources to promote:

(1) Producers or potential producers of secondary material goods to expand or develop their product lines;

(2) Increased demand for secondary materials recovered in Missouri; and

(3) Increased demand by state government for products which contain secondary materials recovered in Missouri.

9. The commissioner of administration may increase minimum recycled content percentages for paper products, minimum recycled content percentages for other recycled products and establish minimum post-consumer content as such products become available. The preference provided in subsection 1 of this section shall apply to the minimum standards established by the commissioner.

SECTION 34.032

Recycled paper to be used, when--recyclable products to be collected by all state agencies--sale proceeds to fund utilicare.

34.032. 1. The provisions of section 34.040 to the contrary notwithstanding, each department and agency of the state government, including the general assembly, shall purchase, in the manner provided by law, and use recycled paper when recycled paper can be obtained that is comparable to the quality presently used by the department or agency and if the price is competitive. For the purposes of this section, "competitive" means a price within ten percent of the price of items which are manufactured or produced from

virgin materials. Attainment goals for the percentage of paper products to be purchased that utilize post-consumer recovered materials shall be:

- (1) Ten percent in 1991 and 1992;**
- (2) Twenty-five percent in 1993 and 1994;**
- (3) Forty percent in 1995; and**
- (4) Sixty percent by 2000.**

2. Each department and agency of state government shall also purchase a minimum of fifteen percent recycled motor oil for use in motor vehicles.

3. Each department and agency of state government shall cause to be recycled:

- (1) A minimum of twenty-five percent of paper products used or fifty percent of the paper disposed of, whichever is greater;**
- (2) Seventy-five percent of all used motor oil.**

4. Each department and state agency shall, to the maximum extent practicable, separate plastics, paper, metals and other recyclable items by July 1, 1990.

5. By January 1, 1990, each department and state agency shall develop, in cooperation with the office of administration, and implement a policy for recycling and waste reduction. Each department and agency shall collect and recycle waste paper and empty aluminum beverage containers generated by employee activity. The office of the governor and the general assembly shall implement a policy for recycling and waste reduction and shall collect and recycle waste paper and aluminum beverage containers generated within its facilities. Recycling programs for agency offices located outside of the city of Jefferson may be coordinated through the office of administration or operated locally provided that the office of administration reviews and approves such programs. Proceeds from the sale of recycled materials may be used to offset costs of the recycling program. Any moneys found by the office of administration to be in excess of costs incurred shall be transferred to the department of social services to be used by the heating assistance program pursuant to sections 660.100 to 660.135, RSMo.

6. The department of higher education, in cooperation with the office of administration and state colleges and universities, shall develop and distribute guidelines for waste reduction and the collection of recyclable materials generated in classrooms, administrative offices, dormitories, cafeterias and similar campus locations.

7. Bid specifications for solid waste management services issued by any department or agency of state government shall be designed to meet the objectives of sections 260.255 to 260.325, RSMo, encourage small businesses to engage and compete in the delivery of waste management services and to minimize the long run cost of managing solid waste. Bid specifications shall enumerate the minimum components and minimum quantities of waste products which shall be recycled by the successful bidder. Bids for solid waste management services to state departments and agencies located within the seat of government shall be issued in units in order to maximize opportunities for small business to provide solid waste management services to the state. Each department and agency shall designate one person in an existing position to serve as a solid waste management coordinator to ensure that the agency and the office of administration cooperate to meet the requirements of this section.

Section 34.175

Soybean-based ink to be used for state printing, when--logo requirement--effective when.

34.175. 1. Notwithstanding the provisions of sections 34.170 to 34.192 to the contrary, all printing done by any department, agency, or institution or entity of the state, whether performed internally or contracted for, shall use soybean-based inks, so long as the cost of using such inks is no more than ten percent greater than the cost of other comparable inks. The commissioner of administration shall specify on any contract for printing let out for competitive bids whether the printing is required to be done with soybean-based inks.

2. Where it is cost-efficient and practicable, any document which has been printed with soybean-based inks shall contain somewhere on the document the official "soybean-based ink" logo.

The Missouri Buys Recycled Initiative EIERA

The Missouri Buys Recycled Initiative (MOBRI) is a partnership of more than 400 Missouri corporations, organizations and governmental bodies whose sole goal is to increase the purchase and use of recycled content products. Only if Missourians buy and use recycled content products will viable, sustainable markets for recyclables be developed.

The Missouri Buys Recycled Initiative provides its members with a variety of tools and technical assistance to help them locate, evaluate, purchase and market products containing recycled materials. In Fiscal Year 1996, MOBRI developed the first statewide Recycled Products Guide, established a toll-free hotline to provide technical assistance, and held a series of workshops around the state to give purchasing professionals the tools they need to make smart recycled content product purchasing decisions.

The Buy Recycled Workshops were held May 6 - 9, in Kansas City, Jefferson City, Springfield and St. Louis and were attended by 85 purchasing professionals. The day long sessions were lead by Richard Keller of the Northeast Maryland Waste Disposal Authority. Keller, named the 1995 "Recycler of the Year" by the National Recycling Coalition, discussed the importance of buying recycled; making a commitment to buying recycled; testing recycled-content products; working with vendors; and waste reduction in the workplace. Co-sponsors of the workshops included the Office of Administration, the National Recycling Coalition, Missouri Recycling Association, St. Louis Regional Commerce and Growth Association and the Kansas City and Springfield Chambers of Commerce.

MISSOURI INTERAGENCY RECYCLING COMMITTEE (MIRC)

The Missouri Interagency Recycling Committee (MIRC) met during the Spring and Fall of 1996. The committee, composed of representatives from each of the state departments, are becoming proactive in tackling national recycling issues which also affect Missouri. The MIRC also had the opportunity to tour the State of Missouri's recycling contractor's processing facility which was a valuable learning experience. The tour provided a better understanding of what happens to the recyclables the state agencies collect throughout the year and the impact these materials have on developing and maintaining recycled product markets.

The MIRC is currently working on projects such as researching the feasibility of recycling fluorescent bulbs and ballasts within the major state facilities. Another focus of MIRC is to initiate waste audits with the major state facilities to evaluate current waste streams and potential recyclable materials.

State Recycling Accomplishments

The Office of Administration, Division of Purchasing and Materials Management continues to promote the State of Missouri's recycling program. The state agencies are contemplating aggressive waste audits in the coming year to better define their waste streams with the potential of collecting additional recyclables. Also, the Missouri Interagency Recycling Committee and the State Office Recycling Coordinator's Office are exploring new areas of recyclable products to purchase.

Specific accomplishments are:

- 1. The State of Missouri continues to meet or exceed the statutory goals (as found within RSMo 34.031 - 34.175 and on Pages 4 and 5 of this report) for recycled paper content as follows:**
 - * 40% recovered material in newsprint**
 - * 80% recovered material in paperboard**
 - * 50% waste paper in high grade printing paper**
 - * 5% to 40% in tissue products as follows:**
 - * 40% recycled content in paper towels;**
 - * 20% recycled content in tissue papers; and**
 - * 5% recycled content in facial papers.**
- 2. The Office of Administration, Division of Purchasing and Materials Management continues to contract for recycled paper, currently offering state departments several statewide contracts to procure their recycled paper.**
- 3. The Office of Administration, Division of Purchasing and Materials Management is monitoring usage of statewide contracts by approximately 1,200 Cooperative Procurement Members. During FY 1996, all Cooperative Procurement Members were contacted to promote the usage of statewide contracts, with an emphasis on purchasing recycled products from these contracts. Purchases will be tracked on a quarterly basis and the results published in the FY 1997 Recycling & Waste Reduction Report.**

- 4. The Office of Administration, Division of Purchasing and Materials Management conducted a survey of all departments to determine the need for developing a policy on the disposing of empty laser cartridges. Efforts are now underway to capture this recyclable and profitable item.**
- 5. The Office of Administration, the Environmental Improvement and Energy Resources Authority and the Department of Natural Resources have completed a revised Policy for Recycling and Waste Reduction.**
- 6. The Office of Administration, Division of Purchasing and Materials Management has reallocated staff to give the State Office Recycling Coordinator a support person. This has made a significant impact in improving the State Office Recycling Coordinator's effectiveness and timeliness regarding the recycling program's requirements.**

STATE RECYCLING AWARD

FISCAL YEAR 1995/1996

MISSOURI DEPARTMENT OF CONSERVATION

The Office of Administration and Materials Management was pleased to present the FY 1995/1996 State Recycling Award to the Missouri Department of Conservation.

This award is presented to the organization which demonstrates the best overall effort in closing the recycling loop by incorporating an in-house recycling program of collection, waste reduction and recovered product procurement.

The Department of Conservation has demonstrated a commitment to recycling and waste reduction through its own initiative and the volunteer efforts of its staff.

STATEWIDE RECYCLED PRODUCTS AND ENVIRONMENTAL SERVICES CONTRACTS

The Office of Administration, Division of Purchasing and Materials Management, has expanded previous products and services available to state agencies and Cooperative Procurement members. These statewide contracts either utilize recovered materials within the available products or provide environmental services to state agencies. Listed below are current available statewide contracts.

RECYCLED PRODUCTS	CONTRACT NO.
<i>Computer Paper</i>	<i>C501024001-004</i>
<i>Course Paper Products</i> Includes bath tissue, towels, & napkins	<i>C600648001-002</i>
<i>Office Supplies</i> Includes binders, file folders, envelopes and misc. office supplies	<i>C600870003</i>
<i>Xerographic Paper</i>	<i>C500900001</i>
ENVIRONMENTAL SERVICES	CONTRACT NO.
<i>Environmental Assessments</i>	<i>C20260001-002</i>
<i>Hazardous Substance Management</i>	<i>C401758001</i>
<i>Hazardous Waste Disposal Service</i>	<i>C500803001-004</i>
<i>Laser Printer Cartridge Recharging</i>	<i>Available through Missouri Vocational Enterprises</i>
<i>Recycled Materials Collection Service</i> Recycled collection of various office paper in the central Mo. region	<i>C401086001</i>
<i>Recycling Service</i> Recycled collection of cardboard, newsprint, aluminum, steel, glass and plastics in the central Mo. region	<i>C501901001</i>
<i>Used Oil Pick-Up Services</i>	<i>C500694001</i>

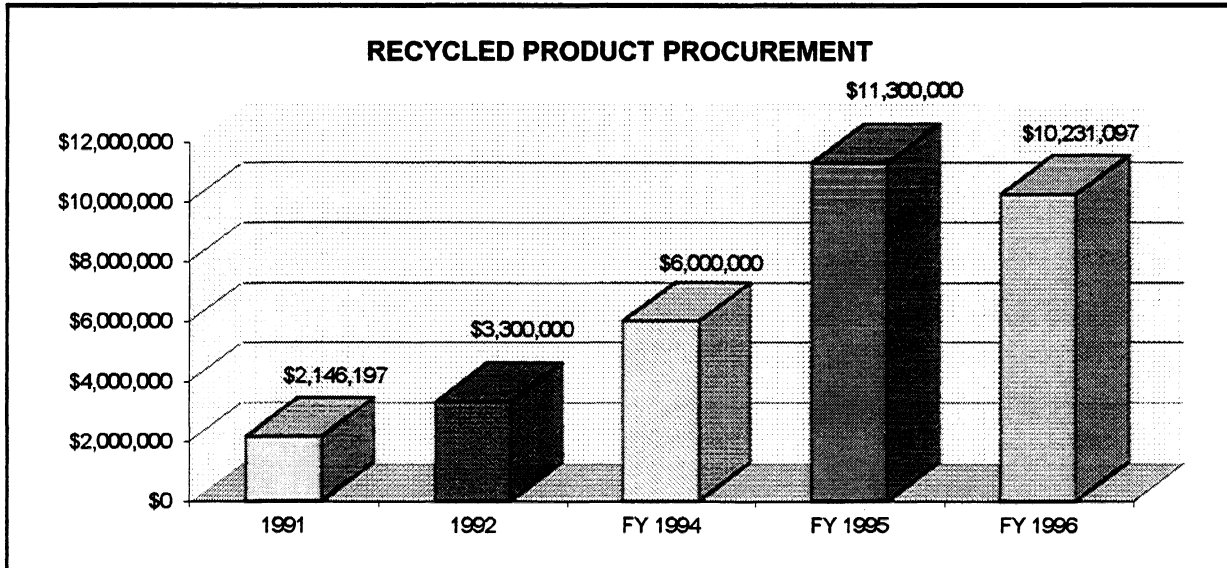
A complete list of all statewide contracts and/or copies of statewide contracts containing recycled products can be obtained by calling our Cooperative Procurement Office at 573/751-4169. All contracts are available to state agencies and political subdivisions.

RECYCLED PRODUCT PROCUREMENT

During Fiscal Year 1996, the State of Missouri purchased \$10,231,097 of products made from recovered materials. This figure is relatively consistent with FY 1995's recycled product procurements. Since the implementation of the state recycling program in 1990, we have significantly expanded our procurement of recycled products. A breakdown is given below of the specific products and printed documents purchased which determine this amount:

- Office paper	\$ 4,552,041
- Printed recycled paper documents	3,079,920
- Continuous computer paper	916,240
- Tissues	750,793
- Envelopes	552,792
- Towels	282,832
- Continuous forms	50,720
- Napkins	42,523
- Fax paper	<u>3,236</u>
Total Recycled Paper/Printing Purchases:	\$10,231,097

The graph below depicts recycled product purchases for the past five years.



The Office of Administration encourages state agencies to ask themselves before making purchases, "Does this product contain recycled material?" or, "Is this product available made out of recycled materials?" This self-awareness is the key to closing the recycling loop via our recycled product procurements.

TRANSFER OF RECYCLING REVENUE

In Fiscal Year 1996, the State of Missouri's Recycling Program transferred \$20,000, pursuant to RSMo 34.032, to the Department of Social Services, Division of Family Services' Energy Assistance Program. The Energy Assistance Program provides financial assistance to low-income Missourians for heating their homes during winter months.



MEL CARNAHAN
GOVERNOR

MISSOURI
DEPARTMENT OF SOCIAL SERVICES
DIVISION OF FAMILY SERVICES
P.O. BOX 88
JEFFERSON CITY
65103
TDD: 1-800-735-2966, VOICE: 1-800-735-2466

December 17, 1996

Ms. Angela Gehlert, State Recycling
Coordinator
Office of Administration
Division of Purchasing
P.O. Box 809
Jefferson City, Missouri 65102

Re: Donation to Energy
Assistance Program

Dear Ms. Gehlert:

The \$20,000 transfer to DSS/DFS Energy Assistance Program from the state's recycling program is sincerely appreciated.

These funds enabled DFS to provide energy assistance benefits to approximately 110 low-income households who might not otherwise have received assistance with payment of their winter home heating costs.

Sincerely,


Carmen K. Schulze
Director

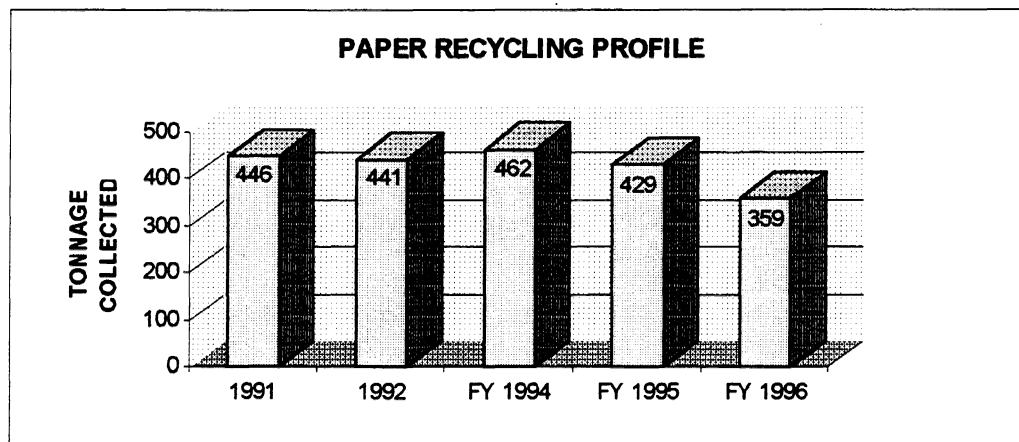
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"AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER"
services provided on a nondiscriminatory basis

RECYCLING COLLECTION ACTIVITIES

During FY 1996, the central Missouri state offices collected approximately 359 tons of recyclable office paper. The reported collection area includes Jefferson City, Columbia, Fulton and Boonville. This represented a decrease of 16% from FY 1995, which may be attributed to the State's increased use of the Internet and e-mail, moving State government toward a paper-less environment.

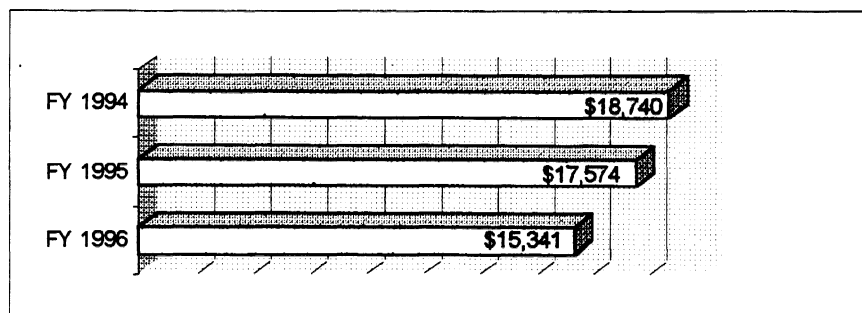
However, the State Office Recycling Coordinator's Office will conduct waste audits to ensure that recyclable materials are collected and recycled rather than disposed of in the waste stream.



The graph below illustrates the combined trash collection expenditures for the Harry S. Truman State Office Building and the Missouri State Information Center for the past three fiscal years. As depicted by the graph, this expenditure has steadily decreased which supports the assumption that the decrease in recycling collection is not due to recyclable materials being placed in the waste stream.

Trash Collection Expenditures

Harry S. Truman State Office Building & Mo. State Information Center



STATE DEPARTMENT RECYCLING ACTIVITIES

Each year the state departments are asked to report their recycling activities which include recycling collection, waste reduction and procurement of recycled products. Presented below are the responses received from the state departments regarding their recycling efforts.

OFFICE OF ADMINISTRATION

Recycling Collection

White, mixed, computer and corrugated paper, newspaper, business cards, aluminum cans, telephone books, misc. state publications, gasoline credit cards (made of aluminum), auto batteries, and pallets.

Waste Reduction

Recharged laser toner cartridges. Reused office supplies when appropriate. Routed correspondence to staff versus copying each employee. Printed and copied on both sides of the paper. Newspapers were shared within the office. Electronic mail utilized whenever possible.

Recycled Product Procurement

Copier paper, paper towels, toilet tissue, business cards, recharged laser toner cartridges, refined oil for use in state vehicles, surplus property program utilized when feasible.

Other Activities

Provided services for the pick up of recyclables. Promoted and educated departments as well as state employees about the recycling program. Conducted a waste audit that indicated 30% of recyclables were not being collected.

DEPARTMENT OF AGRICULTURE

Recycling Collection

White, mixed and computer paper, newspaper, aluminum cans, telephone books and other state publications.

Waste Reduction

Printed on both sides of the paper. Bound scrap paper into notepads. Utilized routing slips and envelopes. Reused binders and folders. Unused fuel samples were dispensed into state vehicles.

Recycled Product Procurement

Copier and printer paper, and paper and plastic dinnerware.

Other Activities

Publications were printed on recycled paper. Soybean based ink was used when possible.

DEPARTMENT OF CONSERVATION

Recycling Collection

White, mixed, computer and corrugated paper, newspaper, aluminum cans, compost materials, rubber bands, paper clips, pens, pencils, stick pins, glass, antifreeze, freon, tires, chemicals, cinders, wood pallets, telephone books, misc. state publications, batteries, motor oil, and metals such as steel, brass and copper.

Waste Reduction

Printed on both sides of the paper. Recycled laser toner cartridges. Bound scrap paper into notepads. Sent unknown/unwanted chemicals to DNR. Took metal waste to a salvage yard.

Recycled Product Procurement

Motor oil, toilet paper, hand towels, Kleenex, laser toner, paper and poster materials.

Other Activities

The Streams Unit within the department worked to control erosion on streams and rivers throughout the state. Custodial employees collected and redistributed discarded office supplies. A waste audit conducted by the department indicated the need to continue educating employees about the importance of recycling.

DEPARTMENT OF CORRECTIONS

Recycling Collection

White, mixed and computer paper, aluminum cans, telephone books, shipping pallets, motor oil, batteries, fluorescent bulbs, refrigerants, tires, cooking grease, newspaper, steel cans, plastics, corrugated paper, scrap aluminum, and scrap metal.

Waste Reduction

Redistributed office supplies and equipment. Reused shipping pallets. Bound scrap paper into notepads. Recharged laser toner cartridges. Copied and printed on both sides of the paper. Electronic mail was used extensively to reduce paper usage. Reissued discarded clothing to inmate population. Old linens were torn into useable cleaning rags. Broom handles were used for dowel rods, curtain rods, etc.

Recycled Product Procurement

Copier paper, post-it notes, recharged laser toner cartridges, paper towels, toilet tissue, and trash bags. Utilized surplus property program when feasible. Procured resource items such as alternative fuels.

Other Activities

Several of the adult institutions conducted waste audits. All state vehicles were serviced by the OA garage, which recycles waste products.

DEPARTMENT OF ECONOMIC DEVELOPMENT

Recycling Collection

Newspaper, white, mixed and computer paper.

Waste Reduction

Reused office supplies such as hanging file folders, file inserts, accordion work file folders, binder clips, paper clips, three ring binders and notebooks, and cardboard boxes. Bound scrap paper into notepads. Printed and copied on both sides of the paper.

Recycled Product Procurement

Copier paper, paper towels, toilet tissue, surplus property program utilized when feasible.

Other Activities

None

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Recycling Collection

Newspaper, white, mixed and computer paper.

Waste Reduction

Printed on both sides of the paper.

Recycled Product Procurement

Copier and printer paper, envelopes, and paper towel rolls. Recycled paper was also used in the department print shop.

Other Activities

None

DEPARTMENT OF HEALTH

Recycling Collection

White, mixed, computer and corrugated paper, newspaper, telephone books, laser toner cartridges, and shipping pallets.

Waste Reduction

Redistributed office supplies and equipment. Utilized surplus property program when feasible. Reused or recycled shipping pallets and corrugated paper. Recharged laser toner cartridges. Made note pads from obsolete forms. Printed on both sides of the paper. Electronic mail was used extensively to reduce paper usage.

Recycled Product Procurement

Copier paper, recharged laser toner cartridges, renewable resource items such as alternative fuels and soybean based ink print jobs.

Other Activities

As a result of the waste audit performed, it was apparent the more informed the staff was, the better the results and the more ideas were exchanged. The department plans to conduct a recycling survey after they move to their new building in January, 1997.

DEPARTMENT OF HIGHER EDUCATION

Recycling Collection

White, mixed and computer paper, newspaper, aluminum cans, and telephone books.

Waste Reduction

Recharged laser toner cartridges. Printed on both sides of the paper. Encouraged use of non-disposable drink and food containers for office functions. Reduced the number of copies requested of department publications.

Recycled Product Procurement

Copier paper, file folders, business cards, red rope pocket files, pencils, refillable pens, and recharged laser toner cartridges.

Other Activities

None

DEPARTMENT OF INSURANCE

Recycling Collection

White, mixed and computer paper, aluminum cans, and laser toner cartridges.

Waste Reduction

Printed on both sides of the paper. Encouraged employees to bring their personal coffee cups and dishes. One newspaper was shared by department employees.

Recycled Product Procurement

Copier paper, paper towels, envelopes, fax notes, post-it notes, reader/printer cartridges, letter and legal tablets, and recharged laser toner cartridges.

Other Activities

Performed a waste audit in which they learned "Many, Many Things Can Be Recycled," the theme for their "Earth Day" display.

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

Recycling Collection

White, mixed and computer paper, aluminum cans, telephone books, and laser toner cartridges.

Waste Reduction

Printed on both sides of the paper. Made note pads from obsolete forms. Recharged laser toner cartridges.

Recycled Product Procurement

Copier paper and paper used in the print shop.

Other Activities

State vehicles were serviced by OA garage where waste products are recycled. A waste audit indicated that the department was recycling large amounts of paper.

DEPARTMENT OF MENTAL HEALTH

Recycling Collection

White, mixed and computer paper, newspaper, aluminum and batteries.

Waste Reduction

Recharged laser toner cartridges through Missouri Vocational Enterprises. Made scratch pads out of scrap paper.

Recycled Product Procurement

Copier paper and post-it notes

Other Activities

None

DEPARTMENT OF NATURAL RESOURCES

Recycling Collection

White, mixed and computer paper, aluminum cans, newspaper, corrugated paper, plastic, motor oil, compost materials, lead acid, batteries, food waste (for Vermi-Composting), laser printer/fax cartridges, tires, telephone books, statute books and other state publications.

Waste Reduction

Maintained a clearinghouse of office supplies for reuse by department staff. Recharged laser toner cartridges. Printed on both sides of the paper. Used refillable pens and pencils. Used cloth versus paper towels in some areas. Used single sided waste paper for copying. Used electronic mail versus paper memos. Reused styrofoam packing materials, cardboard and composting materials. Reused floral bulbs by giving them to other state agencies.

Recycled Product Procurement

Various file folders, letterhead, envelopes, business cards, carbonless forms, Kraft "manila" envelopes, copier paper, thermal facsimile paper, mailing labels, flyers and brochures, paper towels, toilet paper, remanufactured printer and typewriter ribbons, recharged laser toner cartridges, promotional items (plastic mugs, Frisbees, pencils, clothing, etc.) and recycled lumber and mulch. All "door prizes" available at the Missouri State Fair were recovered material products.

Other Activities

As a result of the waste audit performed at their facility, it appears that over 70% of their waste was paper. The department was very active in promoting waste reduction and recycling in addition to recovered product procurement. The department also acted as a clearinghouse for information concerning waste reduction and recycling as well as providing technical and financial assistance for waste reduction and recycling. The department also conducted recycling programs at the state parks.

DEPARTMENT OF PUBLIC SAFETY

Recycling Collection

White, mixed and computer paper, aluminum, motor oil, batteries, tires, statute books, pamphlets/brochures, toner cartridges, adding machine tape, telephone books, refrigerant, and expired publications.

Waste Reduction

Used scrap paper for note pads. Printed and copied on both sides of the paper. Used electronic mail in lieu of paper memos. Limited extra copies for office files. Used reusable products instead of disposable whenever possible. Reused office supplies and equipment.

Recycled Product Procurement

Toilet tissue, towels, paper dust rags, copier paper, recharged toner cartridges, business cards, writing pads, manila folders, note pads, office furniture, post-it notes, envelopes, binders, folders, file boxes, and hanging folders.

Other Activities

Waste audits were conducted by both the Missouri Veterans Commission and the Missouri State Highway Patrol.

DEPARTMENT OF REVENUE

Recycling Collection

White, mixed, computer and corrugated paper, newspaper, telephone books, misc. state publications, motor vehicle license plates, archive records, baled paper, shredded paper, and laser toner cartridges.

Waste Reduction

Printed on both sides of the paper. Reused payroll envelopes, wooden pallets, packing peanuts, and office supplies, when appropriate. Routed correspondence in lieu of copying each employee. Utilized electronic mail whenever possible. Purchased Missouri statutes on CD ROM. Shared newspapers and other publications within the office.

Recycled Product Procurement

Letterhead, business cards, computer paper, post-it notes, and forms were printed on recycled paper with soybean based ink when possible.

Other Activities

Promoted and encouraged recycling, waste reduction and environmentally-sound activities within the department. Vehicles were serviced by OA garage which recycles the waste products.

DEPARTMENT OF SOCIAL SERVICES

Recycling Collection

White, mixed, computer and corrugated paper.

Waste Reduction

Bound scrap paper into note pads. Printed on both sides of the paper.

Recycled Product Procurement

Copier paper and paper tablets.

Other Activities

None

DEPARTMENT OF TRANSPORTATION

Recycling Collection

White, mixed, computer and corrugated paper, newspaper, aluminum cans, steel cans, motor oil, gear fluid, hydraulic fluid, batteries, road signs, antifreeze/Fresno, scrap metal, batteries, and tires.

Waste Reduction

Used scrap computer paper for note pads. Printed and copied on both sides of the paper. Broken wooden and metal sign posts were spliced, not discarded. Damaged guardrails were straightened and reused. Reused boxes for shipping highway signs. Reused damaged bridge structural steel. Used rotomillings in mixed asphalt. Aggregate was placed under asphalt storage tank to absorb spillage, then used on roads. Reused obsolete guardrail panes for cribbing and erosion control. Used damaged metal post for equipment storage racks. Waste paint solvents were used as blended industrial fuel.

Recycled Product Procurement

Shredded tires were used for landscaping. Purchased equipment to extend the life of nickel cadmium batteries. Removed the word "virgin" from non-structural plastic product specifications. Used compost from city recycling centers.

Other Activities

Provided recycling information to over 5,600 Adopt-A-Highway groups. Included a recycling tip column in the "Roadside Review" newsletter.

EIERA RECOMMENDATIONS

The Environmental Improvement and Energy Resources Authority (EIERA) consults with the Office of Administration (OA) in the operation of the state government recycling system. As part of this consultation, action or earlier recommendations are reviewed, and new recommendations agreed upon for the upcoming fiscal year. The earlier recommendations and recommendations for Fiscal Year 1997 are as follows:

1. Diversify the recovered material products purchased throughout state government.

Paper products still represent the majority of recovered material products purchased throughout the state. However, many individual agencies have diversified their purchasing of recovered products. To aid in this effort, a guide to recovered products was provided to all Missouri Interagency Recycling Committee members. In addition, the Market Development Program sponsored a workshop on purchasing recycled products in Jefferson City to facilitate state employee attendance. All agencies were invited to attend.

Recommendation for Fiscal Year 1997

Continue efforts to diversify the recovered material products purchased throughout the state by providing information on product availability and increasing the number of products available through statewide contracts.

2. Strengthen interagency support for the OA Recycling Coordinator.

The addition of support staff for the OA Recycling Coordinator will allow her greater time and flexibility to work directly with State agencies. This support will allow more direct contact and strengthen interagency support.

3. Develop annually a strategic plan for recycling and waste reduction efforts.

All State agencies developed Integrated Strategic Plans for the first time during Fiscal Year 1996.

Recommendation for Fiscal Year 1997

The Office of Administration should provide each state agency with draft language that could be used in their integrated strategic plan that supports waste reduction, recycling, and purchase of recovered material products.

4. **Revise the policy on Recycling and Waste Reduction to reflect current efforts, goals and market conditions.**

This policy has been revised and distributed within all State agencies.

5. **Enhance statewide market development activities through interagency cooperation between the OA, DNR, DED and EI ERA to coordinate activities and reduce duplication of efforts.**

Efforts are ongoing to enhance our interagency cooperation. The EI ERA renewed Memoranda of Understanding with both the DNR and DED, supporting efforts to provide financial assistance and product information.

Recommendations for Fiscal Year 1997

Continue efforts to enhance interagency cooperation between the OA, DNR, DED and EI ERA, to coordinate activities and reduce duplication of efforts.

The Office of Administration should meet with the Department of Economic Development to discuss possible uses of DED's Product Finder database in identifying potential recovered material products.

6. **Use the information in the upgraded Missouri Automated Procurement System (MAPS) to track procurement of products made with recovered materials.**

This study began in fiscal year 1996, and will be completed during fiscal year 1997. It will provide baseline information about our current purchasing choices and indicate areas where we need to focus our efforts to increase the purchase of recovered products.

Recommendation for Fiscal Year 1997

Complete this study and provide the information to the Missouri Interagency Recycling Committee and the directors of each agency.

STATE RECYCLING PROGRAM FY 1997 RECYCLING GOALS

- 1. Continue development of a Recycling Workshop for state employees for further education in waste reduction, recycled product purchases and recycling collection, in coordination with the Environmental Improvement and Energy Resources Authority.**
- 2. Complete research of feasibility of recycling florescent lights and ballasts within state facilities.**
- 3. Complete a comprehensive listing of products being substituted with products utilizing recovered materials, the degree of substitution and the amount of recovered materials in each substitute.**
- 4. Emphasize the need for state agencies to request products that utilize recovered products.**
- 5. Contact state agencies not covered by the recycling services contracts. Provide information, education, etc. that may enable them to pursue a recycling program or promote an existing one.**